

**BOARD OF SUPERVISORS**

*Brown County*



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

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PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stat., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF MARCH 29, 2010 – April 2, 2010.**

**MONDAY, MARCH 29, 2010**

(No Meetings)

**TUESDAY, MARCH 30, 2010**

(No Meetings)

**WEDNESDAY, MARCH 31, 2010**

(No Meetings)

**THURSDAY, APRIL 1, 2010**

\* 5:30 p.m.

Education & Recreation Committee

Rm 200—Northern Bldg.  
305 E. Walnut Street

**FRIDAY, APRIL 2, 2010**

(No Meetings)

**\*Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

# BOARD OF SUPERVISORS

## Brown County



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### EDUCATION & RECREATION COMMITTEE

John Vander Leest, Chair  
Kathy Johnson, Vice Chair  
Adam Warpinski, Pat Wetzel, Jesse Brunette

### EDUCATION & RECREATION COMMITTEE

Thursday, April 1, 2010

5:30 p.m.

Rm 200, Northern Building

305 E. Walnut Street

- I. Call meeting to order.
  - II. Approve/modify agenda.
  - III. Approve/modify minutes of March 4, 2010.
1. Review minutes of:
    - a) Library Board (February 18, 2010).

### Communications

2. Communication from Supervisor Knier – Relating to the Library system in Brown County to eliminate fee charged for library patrons and Brown County residents who do not have their library card in hand while utilizing services. (Referred from March County Board.)
3. Communication from Supervisor Scray – With fears of revenue from State and Federal sources being cut, I am asking each Department Head to decide ahead of time where they could cut another 10%, if needed, while doing their budget process. This may include mandated services that department heads feel are not beneficial to County and the penalties are not severe. (Referred from March County Board.)

### Parks

4. Budget Status Financial Report December 31, 2009.
5. Budget Adjustment Request (#10-30): Increase in expenses with offsetting increase in revenue (see attached).
6. Director's Report for February, 2010.

### NEW Zoo

7. Budget Status Financial Report for December 31, 2009.
8. Zoo Monthly Activity Report for.
  - a. Visitor Center Operation Reports:
    - i. Admissions Revenue Attendance.
    - ii. Gift Shop, Concessions & Zoo Pass Revenue.
  - b. Curator's Report - Animal Collection Report
  - c. Education & Volunteer Programs Report for February, 2010.
9. Director's Report.

**Library**

10. Budget Status Financial Report for December 31, 2009.
11. Budget Adjustment Request (#10-29): Increase in expenses with offsetting increase in revenue (see attached).
12. Director's Report.

**Museum**

13. Budget Status Financial Report for December 31, 2009.
14. Attendance & Admission, February 2010.
15. Director's report.

**Golf Course**

16. Golf Course Financial Statistics as of March 14, 2010.
17. Budget Analysis Report for December 31, 2009.
18. Superintendent's Report.

**Resch Centre/Arena/Shopko Hall**

19. February Attendance for the Brown County Veterans Memorial Complex.

**Other**

20. Audit of bills.
21. Such other matters as authorized by law.

John Vander Leest, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Word97/agendas/edrec/April1\_2010.doc



# MARCH 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Public Safety 5pm		Ed & Rec 5:30pm		
	1	2	3	4	5	6
7	Executive Cmte 6:00 pm	Vets' Recognition 5:15pm				
	8	9	10	11	12	13
14			<b>St. Patrick's Day</b> 	Facility Master Plan 5:30 pm. & <b>Board of Supervisors 7:00 p.m</b>		
	15	16	17	18	19	20
21	Land Con 6pm Plan Dev & Trans 5:30 pm		Human Svc Cmte 6pm	Admin 5:30 pm		
	22	23	24	25	26	27
28						
	29	30	31			

# APRIL 2010



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>NOTE: DATES ARE TENTATIVE</b>				Ed & Rec 5:30pm		
				1	2	3
 <b>Easter</b>	Public Safety 5:30 pm	<b>Election Day</b>				
4	5	6	7	8	9	10
	Executive Cmte 6:00 pm	Vets' Recognition 5:15pm				
11	12	13	14	15	16	17
		<b>Board of Supervisors 9:00 am</b>	EMS 1:30pm	Facility Master Plan 5:15 pm. & Admin 5:30 pm		
18	19	20	21	22	23	24
	Land Con 6pm Plan Dev & Trans 6:30 pm	Criminal Justice Coord Bd 3:30pm	Human Svc Cmte 6pm			
25	26	27	28	29	30	



## **BROWN COUNTY COMMITTEE MINUTES**

- **Housing Authority (March 15, 2010)**
- **Human Services Board (March 11, 2010)**
- **Library Board (February 18, 2010)**

**To obtain a copy of Committee minutes:**

**[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)**

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, March 15, 2010**  
**City Hall**  
**100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**  
**3:00 p.m.**

**MEMBERS PRESENT:** Paul Kendle, Rich Aicher, Tom Diedrick (conference call)

**MEMBERS EXCUSED:** Darlene Hallet-Chair, Michael Welch-Vice Chair

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Rob Strong, Robyn Hallet, Matt Schampers, DonElla Payne, Chip Law, Matt Roberts, Nikki Aderholdt

P. Kendle will be the Chairman for this meeting.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the February 15, 2010, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick and seconded by R. Aicher to approve the minutes from the February 15, 2010, meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

None.

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program (January and February)
  - A. Preliminary Applications
    - D. Payne stated that there were 152 preliminary applications in January and 127 preliminary applications in February.
  - B. Housing Assistance Payments
    - D. Payne stated that the HAP for January was \$1,046,091.00 and for February it was \$1,044,505.00.
  - C. Housing Assistance Unit Count
    - D. Payne stated that the unit count for January was 2,817 and for February was 2,818.

- D. Housing Quality Standard Inspection Compliance  
M. Roberts stated that for January the initial pass rating was 44.99%, the reinspection rating was 22.74% and the fail rate was 32.27%. For February the initial pass rating was 43.72%, the reinspection rating was 24.87% and the fail rate was 31.41%.
- E. Housing Choice Voucher Administrative Costs and HUD 52681B  
C. Law stated that through February, we are \$4,000.00 over budget. Compared to last year's numbers, we have received approximately \$20,000.00 less through this same time last year. This was discussed at the last meeting and what HUD is doing is basing the funds on the unit count.
- F. SEMAP Monitoring Report  
D. Payne stated that we are still a high performer with our SEMAP.
- G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.  
D. Payne stated that there were 100 clients in both January and February. There were 40 escrow accounts in January and 39 escrow accounts in February. There was 1 graduate in January and 2 in February. There was 1 new contract in January and 2 new contracts in February.
- H. Report on the Housing Choice Voucher Home Ownership Option.  
D. Payne stated that there were 97 homeowners in January and 98 in the month of February.
- I. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.  
D. Payne stated that there was 1 investigation in January that was closed as being substantiated and 1 investigation that remains open. In February there were 3 investigations that were closed as being substantiated and 2 investigations that remain open.
- D. Payne distributed a copy of a notice to clients, which explains that starting February 1, 2010, ICS will be collaborating with the Brown County District Attorney's Office to criminally prosecute clients for fraud. The largest target will be clients with unreported household members. This handout is being included in the briefing packet. There are also magnets that will be handed out letting clients know that unreported household members equal no rental assistance.
- T. Diedrick stated that he noticed on the criminal background listing that there were a significant number of applications outside of the City of Green Bay and he thought that was great as far as the deconcentration issue.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

3. Approval of Chapter 18 (VASH Vouchers) for the Housing Choice Voucher Administrative Plan.

R. Hallet stated that at the last meeting of the Authority, approval was given to move forward with the VASH Vouchers even though this chapter was not ready at that time for approval. Since that meeting the chapter has been completed. There were a few concerns that have been brought up in regards to this chapter.

R. Strong stated that in section 18-1.A. ADMISSIONS, it states that the BCHA relinquishes its authority to determine the eligibility of families in accordance to the regular HCV program rules and BCHA policies. He does not like the idea of the BCHA having to relinquish its authority under a program, but apparently we have no choice in this case as this is HUD language and we have to stick with this language.

R. Hallet stated that there were a few other minor issues that were brought up. In the sentence right after the one R. Strong just read, it states that the BCHA does not have the authority to screen families or deny assistance etc. - to clarify that it should state "to screen VASH families." In section 18-1.B. INCOME ELIGIBILITY, the word VASH should also be inserted before families in that sentence.

R. Aicher questioned if we knew what the VA's screening requirements are because if he is reading this right, we have further restrictions than they possibly have and the only one we can enforce is the lifetime sex offender registration program. If there is criminal activity or drug activity do we have to take them in?

D. Payne responded that veterans in this program must be case managed. If there is criminal activity, the VA steps in and takes care of it. If they are not being case managed for drug issues or criminal activity they can't be on the program.

R. Strong stated that what he understands is that once they are in the program if they violate the program rules we would be able to let them know they have lost their rights under the VASH program and lose the voucher.

D. Payne stated that the veterans are all Brown County residents. The veterans are all referred by the VA, who has confirmed that they are Brown County residents. The initial paperwork is started in the Racine County, which is where we are getting the vouchers.

A motion was made by T. Diedrick and seconded by R. Aicher to approve Chapter 18 (VASH Vouchers) for the Housing Choice Voucher Administrative Plan, subject to the corrections discussed. Motion carried.

4. Discussion and possible approval to create a limited term fulltime position with benefits to assist Housing Administrator.

R. Strong stated that there has been an intern for the past four or five years. With K. Pamperin transitioning out and R. Hallet transitioning in and the key finance person leaving, the Authority authorized having N. Aderholdt, a previous intern, work full time split between the BCHA and the GBHA until we were able to get things back up and running. He has realized through this period of transition that there are things that are not being done as thoroughly as he would like them to be. He would like to suggest keeping N. Aderholdt's position here as an assistant to R. Hallet year round and stated that we are interested in hiring N. Aderholdt for this new fulltime position. He is keeping this as limited term in case we do get the loose ends tied up and reach a point where we feel that the position is no longer needed. He referenced the information provided in the agenda packet regarding where the funding would come from. If the BCHA and the GBHA approve this, this would go to the Personnel Committee and then to Council for final approval. N. Aderholdt has worked a lot with the fraud recovery and with gathering information for things that R. Hallet needs to look at and make decisions regarding.

R. Hallet stated that N. Aderholdt has worked on a lot of little projects. She does a lot of research and information gathering. She assists with locating where things are. She had a big part in putting together the Request for Proposals for the Project Based Vouchers. Her assistance with these projects is a tremendous help.

R. Strong stated that N. Aderholdt will be freeing up some of R. Hallet's time so that R. Hallet can look into some of things that he would like more focus on.

R. Hallet stated that J. Lopez is an intern currently with the BCHA. We would like to keep him on through the rest of the school year, which would end in May. At that time we would be completing his service with us unless the Authority felt differently.

R. Aicher stated that he felt that an intern should only be utilized if there was a need on our part.

R. Strong stated that he is hoping that with a full time position that we won't need to have an intern. J. Lopez works about 13 hours a week and has done a good job. This full time position, if approved, should be set by the end of April or beginning of May.

A motion was made by R. Aicher and seconded by T. Diedrick to approve the creation of a limited term fulltime position with benefits to assist Housing Administrator. Motion carried.

5. Discussion and possible approval to use FSS reserves to fund FSS Coordinator positions until congressional appropriation of funding is complete.

R. Hallet stated that essentially what is happening is that Congress has not yet approved the funding for the FSS Coordinator positions and that is putting ICS in a financially difficult situation to maintain the employment for their FSS Coordinators without the funding coming from HUD. We do have FSS reserves available that we could use in the interim until the congressional appropriation for the funding comes through. The reserves would be refunded once the funding is approved by Congress.

P. Kendle questioned if we are confident this would be approved.

D. Payne stated that we are confident that the funding is going to be approved. She speaks weekly with Katherine Greenspan who is with HUD located in Washington, D.C. Everything is in place but they are just waiting for the congressional notification.

M. Schampers stated that the funding in the FSS reserves (\$68,000.00) is restricted to this program so even if that funding did not get approved we would still have to spend this FSS reserve funding in this way.

R. Hallet asked how long it would take to deplete the FSS reserves.

M. Schampers responded that we are spending about \$9,000.00 per month for FSS so it would be about six to seven months to deplete the FSS reserves.

A motion was made by R. Aicher and seconded by T. Diedrick to use FSS reserves to fund FSS Coordinator positions until congressional appropriation of funding is complete. Motion carried.

#### INFORMATIONAL:

None.

#### STAFF REPORT:

6. 2009 BCHA Year End Financials. CS

The year end financials were distributed to the Authority. M. Schampers stated that these are the year ends as of December 31, 2009, and are not yet audited. They are for the Authority as a whole, not just the HCV Program, however the HCV Program comprises approximately 90% of the activity. There is a comparison provided from 2008 to 2009. The biggest thing to notice is the \$900,000 increase in our assets from 2008 to 2009. We banked a lot of cash investments towards the end of the year. In revenue, we took in an additional \$1.2 million from HUD last year. Almost all revenue was from the HAP program. Our expenses actually exceeded the revenue by \$428,040, which is a lot less than what we exceeded our revenue by in 2008. M. Schampers and C. Law

clarified that this is within HUD's plan that we spend down our reserves. Several years ago we had \$4-5 million in reserves, but HUD now requires PHA's reserves to be spent down and recommends one to two months' worth are kept in reserves, which would be approximately \$1-2 million. The overspending in the past 2 years has caused us to level off the amount that should be in our reserves, so now we need to maintain that.

- The bills were distributed but R. Strong stated that because they were not listed on the agenda we can't act on them. In the past the Authority has given him authorization to pay bills that needed to be paid in the event a meeting was skipped so he would do that with any bills that needed to be paid before the next meeting. The bills would be added back on to the next agenda and all future agendas. These bills will be reported at the next meeting.

P. Kendle stated that looking at the bills it looks like a line item is missing an amount. The Green Bay City Treasurer (Computers) is blank.

M. Schampers stated that yes, it does appear a line item is missing an amount, and he would check with K. Baeten to see and correct for the next meeting.

- R. Hallet stated that another item for the staff report is the ICS Audit finding. Previously, a concern was expressed regarding a finding and M. Schamper is going to provide an update to the Authority.

M. Schamper stated that the finding was that the amounts reported to the Authority were not tied out to their general ledger. He met with Dawn from ICS on this and the problem is that we use the 52681B for our accounting system and when there are port-ins from other jurisdictions, we get reimbursed from those PHAs and Dawn had received guidance from HUD that she should then go backwards and apply the money to the appropriate month. By doing this, it resulted in the 52681B being different than the accounting records. When he met with Dawn, they performed a reconciliation and he does not anticipate that this would be a finding for 2009.

R. Strong stated that there is also a finding regarding the review of the financial records that we keep getting every year and the Authority had asked if there was something we could do. He believes M. Schampers might have the answer on that and will let him explain.

M. Schampers stated that if you are not able to prepare financial statements or pay to have them prepared and then review them, it is a control issue for the entity because you can't say for certain that they were done appropriately. His understanding is in the past we had our auditor prepare the financial statements but we did not review them. The financials that the Authority has today are not audited but were prepared by him using the template that our auditor used in the past. Because he prepared them and our auditor will be performing an audit on them, the control issue is gone.

- R. Strong stated that the Brown County Administrative Committee has asked himself and R. Hallet to come before them again. The agenda item is to review the funding of the Housing Authority. He has no idea what that means so he is requesting further information as to what information they want us to provide.

A motion was made by R. Aicher and seconded by T. Diedrick to adjourn the meeting at 3:45 p.m. Motion carried.

:dr

## PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, March 11, 2010 at the Sophie Beaumont Building – Board Room A, 111 North Jefferson Street, Green Bay, WI

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**Present:** Tom Lund, Chairman; Paula Geishirt, JoAnn Graschberger,  
Dottie Schoenleber, Maria Zehren

**Excused:** Helen Smits, Andy Williams

**Also**

**Present:** Brian Shoup – Human Services Director  
Kevin Lunog – Clinical Services Manager  
Lori Schaumburg – Advance Practice Nurse

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1. **Call Meeting to Order:**  
The meeting was called to order by Chairman Tom Lund at 5:20 p.m.
2. **Approve/Modify Agenda:**  
**Motion made by P. Geishirt and seconded by J. Graschberger to approve the agenda. MOTION APPROVED UNANIMOUSLY**
3. **Approve Minutes of February 11, 2010 Human Services Board Meeting:**  
**Motion made by D. Schoenleber and seconded by P. Geishirt to approve the agenda. MOTION APPROVED UNANIMOUSLY**
4. **Presentation: Mental Health/AODA Treatment Access Issues – Kevin Lunog, Clinical Services Manager;**

Kevin Lunog and Lori Schaumburg were present to explain the issues and problems related to treatment access. Ms. Schaumburg is an Advanced Practice Nurse student taking courses toward a Doctorate of Nursing online through the University of Minnesota. She has focused her curriculum on the gap that exists in this community, that being the time it takes to get an appointment for a psych evaluation.

Mr. Lunog explained that the number of OWI assessments on a yearly basis is increasing. At this time there is a five week waiting period to get an appointment. AODA referrals come primarily from two places – self-referral, and probation and parole. He indicated that most of the clientele do not have insurance and range in age from 25 to 45.

Mr. Lunog explained the current existing psychiatric staff, stating that Dr. Ed Johnson will be retiring and the others are part-time. Ms. Schaumburg's goal is to fill these gaps using her skills as a supportive advanced practice nurse. She plans to see people with depressive symptomatology prior to them seeing a

psychiatrist. She is researching possible grant programs which will be sustainable.

5. **Family Care Update:**

Mr. Shoup reported that Rolf Hansen, newly hired Planning Director, will be serving as CEO of the Family Care District. He is presently setting up his office at NWTC. A meeting is being scheduled with the larger DD and rehab providers in the area to explain that the new Family Care program may require a different business model.

6. **Community Treatment Center Update:**

Mr. Shoup reported that one of the focuses at the CTC in 2010 will be the issue of patient satisfaction, taking a fresh look at culture, friendliness, warmth, and relationship to treatment retention.

7. **Financial Report:**

Updated reports will be available in April. A public hearing will be held in May to discuss the upcoming budget. Marketing options were discussed and possible ways to increase community input.

8. **Bellin Hospital Statistical Update:**

A letter from Linda Roethle of Bellin Hospital reports that Bellin Psychiatric Center did not transfer any involuntary adolescents to other institutions during the month of November, nor were there any admissions refused in the month of January.

9. **Community Treatment Center Statistical Update:**

Reports in packet material were noted.

10. **Contract Update:**

Report from Jill Roland, Contract & Provider Relations Manager was noted.

11 **Director's Report:**

Mr. Shoup highlighted the following activities over the last reporting period:

- Follow-up to IDP (Intoxicated Driver Program), Shoup stated that not only from a public safety and access to treatment standpoint, this program may also allow an opportunity to enhance revenue by increasing capacity for assessments and treatment.
- Attempting to try to find a market/cost share in the mental health and AODA area by getting better reimbursement.
- Met with George Kerwin, CEO of Bellin Hospital, at which time they discussed possible integration of behavioral health services with primary care claims and a possible partnership with the County.
- Dr. Denver Johnson will be providing approximately four hours of psychiatric supervision a month.
- State will be mandating the licensing of community program kinship homes.

Shoup indicated that discussions regarding a memorial for Barbara Bauer have resulted in a suggestion to place a plaque in the Chapel of the CTC (attached).

In addition, it has been suggested that an award program be created in Ms. Bauer's honor. Criteria would be established and a person chosen on an annual basis. This person would be honored by having their picture hung in the hallway of the Community Treatment Center. Shoup suggested that the Board work on establishing this criteria, which would then be presented to the Human Services Committee and County Board.

12. **Any Other Matters:**

**Next Meeting: Thursday, April 8, 2010**

**Topic to be Discussed: Shelter Care, Services, Goals, Data**

13. **Adjourn Business Meeting:**

**Motion made by M. Zehren and seconded by P. Geishirt to adjourn at 6:47 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel  
Recording Secretary

**Proposed plaque:**

***In memory of Barbara Bauer, RN, MSN...***

*Psychiatric nurse, teacher, author,  
advocate, community leader, and above  
all, someone who made a difference in the  
lives of those struggling with mental  
illness.*

*1926 - 2009*

(12)

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on February 18, 2010 at 6:00 p.m. in the Board Room of the Brown County Central Library, 515 Pine Street, Green Bay WI

**PRESENT:** TERRY WATERMOLEN, DENISE BELLMORE, CARLA BUBOLTZ, MONICA GOLOMSKI, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, TONY THEISEN

**ALSO PRESENT:** LYNN STAINBROOK, MARY RYAN, LORI DENAULT, SUE LAGERMAN, CURT BEYLER, (staff); and KEVIN RAYE (Brown County Information Services staff).

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. Terry noted that Bob Heimann was ill and would not be in attendance but would be rescheduled at a later date. Kevin Raye, I.S. Network Support Manager was present. **Motion** by Kegel, seconded by Hickey, to approve the agenda. **Motion carried.**

### MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the January 21, 2010 meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

No communications were received by the Board.

### OPEN FORUM FOR THE PUBLIC

There were no members of the public present to address the Board.

### INFORMATION SERVICES REPORT ON SERVICES RECEIVED

Kathy Pletcher commented on her meeting with Bob Heimann saying that I.S. is willing to work on working together, including improving communication, for the technological needs and demands of the library. Kathy reported how Kevin has been working with UWGB staff and methods and procedures for identifying and tracking issues are progressing. Kevin distributed handouts that charted how the libraries connect to the Central fiber optic network and also a breakdown of a week's worth of Internet traffic and bandwidth use. Streaming media utilizes the most bandwidth. Discussion ensued regarding increasing bandwidth to diminish bottlenecks in connections. I.S. is seeking pricing for this and should have some figures in a couple weeks. Kevin went on to explain how the infrastructure was built, the redundancies that are in place and the ability to extend fiber to different locations. I.S. recognizes the library as their 2<sup>nd</sup> biggest customer and is working to satisfy the needs of library patrons. Kevin also noted that with the infrastructure in place, rolling out computers purchased from UWGB will only take 2 or 3 days. There won't be a need to put them in storage as profiles and software will have already been installed. It was asked if fiber pipe qualified for E-Rate funds. It was suggested that Mark Merrifield might know the answer. The Board found the discussion with Kevin very helpful and informative.

### FINANCIAL SECRETARY'S ANNUAL REPORT

John Hickey reported on and reviewed the following Special Library Funds as of December 31, 2009: Fredricka Crane Trust, designated for the purchase of art and music books, principle balance: \$7474, interest funds available to spend: \$156; Lester Wood Trust, designated for maintenance of the Central Library Memorial Garden, principle balance: \$13,432, interest funds available to spend: \$5455; Nicolet National Bank account balance (donated funds designated to the Space Needs Analysis of the Central Library and related studies), \$8,903.

### FACILITIES REPORT

- a. **Solar Energy Project at Kress Lynn** and Carla recently attended a meeting and Lynn reported that Focus on Energy had changed their incentive plan and the level of contribution changed from 75% to 50%. This has not deterred the group. They continue to be very enthusiastic and hope to complete the project by August, 2010. The fund-raising goal for the solar-electric equipment is between \$52,000 and \$105,000. Once the application is approved, the commitment for payment is guaranteed. Paul Kegel mentioned that the De Pere Beautification Committee would like to suggest to their donors to contribute to the SEEDs project since the Beautification Committee is well funded for their projects this year. Lynn suggested Paul speak to Randy Lawton regarding fundraising. Publicity and marketing materials are available and could be included with any correspondence that is distributed.
- b. **Energy Conservation Methods Update** An ECM Priority and Progress chart was distributed. Lynn noted that this chart was developed with Bill Dowell's input on how to best allocate the \$50,000 allocated in the energy grant. Curt reported that some projects are completed. Tracking savings may be difficult because there are many variables involved. Top priorities include lamp replacement at the Central Library and Southwest, Kress, Ashwaubenon, and

Weyers-Hilliard branches. Second-level priorities include sealing duct leaks at the Kress and Ashwaubenon branches and building envelope improvements at the Southwest Branch. Some of these projects are important to complete before a re-commissioning of an entire building is done. Re-commissioning involves an assessment of all mechanical systems to ensure that all systems are working to the original specifications. The DDC engineering at Weyers-Hilliard is complete and installation should take place soon. If projects come in under cost, other projects on the list could be completed. It is important to know that the decisions for the prioritization of these improvements is to move the library system forward while considering the greatest impact of payback in a short period of time in a responsible, proactive way. Lynn noted that these ECMs are from the studies conducted by General Energy Corp. on five buildings. The other buildings will be looked at and items added to the list. Energy savings could be seen with improved insulation at Pulaski and night setbacks at Pulaski and Wrightstown.

- c. **East Branch Lease Committee Update** Terry reported that he and John Hickey continue to work on this. The new owner has engaged a new real estate agent and progress is underway.
- d. **Progress on RFP for Architectural Services** Kathy and Lynn, with other members of the committee, reviewed 16 proposals, reviewed scores and narrowed the list. Phone interviews will be made to narrow the list further to about 2 or 3 proposals. An end date has not been set but the intent is to keep things moving along. A date in March is the target for interviews. Experiences in libraries, LEED, energy efficiency, and alternate energy sources were considered important factors.

**ACCOUNTANT'S REPORT**

- a. **Financial Report** A financial report was not available because numbers have not been finalized.
- b. **Acceptance of Gifts Grants and Donations** A report was not available because numbers are not final.
- c. **Carryover Funds** An updated list of projects budgeted in 2009 was presented as follows with an estimated carryover built into the ECMs and Books, Periodicals and Subscriptions.

PROJECTS APPROVED	PROJECT	ACCT. NO	Project Cost
<b>County Levy</b>			
Library Automation System	Operations	105.050.020.100.5335	2,609
Self-Check - Kress, East	Operations	105.050.020.003.6110.020	35,000
Self-Check - Kress	Operations	105.050.023.011.6110.020	19,593
Self-Check - Kress	Operations	105.050.023.011.5395	3,164
Self-Check - Ashwaubenon	Operations	105.050.023.009.6110.020	11,955
Self-Check - Ashwaubenon	Operations	105.050.023.009.5395	3,164
Armored Delivery Service	Operations	105.050.020.100.5700	8,640
Direct Digital Controller for Weyers-Hilliard	Facilities	105.050.023.013.6110.020	37,595
Replace 80 public computers	Operations	105.050.020.100.5300.003	20,000
Adobe Professional software (2)	Operations	105.050.020.100.5335	630
Installation of card payment option on cash drawers	Operations	105.050.020.100.5700	585
Energy Conservation Measure (ECM) purchases	Facilities	105.050.020.002.5307.300	31,650
Books, Periodicals, & Subscriptions	Operations	105.050.021.100.5330	50,000
<b>Total County Levy Carryover</b>			<b>224,585</b>
<b>Donations</b>			
Supplies & Programming	Operations	106.050.400.5300	8,871
Magnification System (hardware) - Ashwaubenon	Operations	106.050.400.5395	1,000
Magnification System (software) - Ashwaubenon	Operations	106.050.400.5335	1,000
Self-check card payment option - Kress & East	Operations	106.050.400.5395	6,328
Wireless printing & E-commerce	Operations	106.050.400.5335	11,395
<b>Total Donation Carryover</b>			<b>28,594</b>
<b>Total County Levy and Donation Carryover</b>			<b>253,179</b>

**Motion** by Golomski, seconded by Kegel, to authorize the carryover of funds as presented. **Motion carried.**

**APPROVAL OF WI PUBLIC LIBRARY ANNUAL REPORT**

Lori Denault distributed draft copies of the Annual Report as of February 18, 2010. She reviewed the information that still needed to be added to the report. After discussion regarding the Statement Concerning Public Library System Effectiveness on page nine of the report, the Board agreed that the system **did** provide effective leadership and adequately met the needs of the library unlike last year when effective leadership was not provided. The Board would like a statement included in this section to document that progress is being made and continues to be worked on. **Motion** by Kegel, seconded by Bellmore, to approve the Annual Report and authorize Lori to make any necessary changes and updates; and to include a statement referring to progress being made on page nine. **Motion carried.**

**LATE OPENING ON FRIDAY, 10/8/10 FOR THE PURPOSE OF AN ALL-STAFF WORKSHOP**

**Motion** by Buboltz, seconded by Hickey, to approve the delay of opening libraries to 2:00 p.m. on Friday, October 8, 2010 for staff development and training with Warren Graham, author of *The Blackbelt Librarian*. **Motion carried**

**APPROVE TABLE OF ORGANIZATION AND ADVERTISING FOR OPEN POSTIONS**

As a result of a 2009 unit clarification three Librarian III positions and two Librarian II positions were reclassified to Library Supervisors. One of the Librarian III staff retired. The staff in the two Librarian II positions were promoted to Library Supervisors and to fill the needs in the departments they vacated, one Librarian II is deleted to create one 50% Senior Library Assistant in the Circulation Department and one 53% Librarian I position in the Children's Department. Additionally, technology has become an increased responsibility of the Library Accountant's position. This position has been reclassified to Library Automation and Financial Services Manager. The financial impact of these changes is as follows:

	SALARY	FRINGE	TOTAL
<b>OLD STRUCTURE</b>			
1 Librarian II @ 37.5 hrs/wk – Children's	47,710.	23,460.	71,1700
1 Accountant @ 40+ hrs/wk - Administration	54,449.	26,573.	81,022.
<b>Total</b>	<b>102,159.</b>	<b>50,033.</b>	<b>152,192.</b>
<b>NEW STRUCTURE</b>			
1 Senior Library Assistant @ 18.75 hrs/wk	17,039.	8,316.	25,355.
1 Librarian I @ 20 hrs/wk	23,014.	11,325.	34,339.
1 Lib.Automation & Financial Services Mgr.	57,764.	27,727.	85,491.
<b>Total</b>	<b>97,817.</b>	<b>47,368</b>	<b>145,185</b>
<b>Net Savings</b>	<b>\$4,342.</b>	<b>\$2,665.</b>	<b>\$7,007.</b>

This table of organization change and subsequent annual savings of \$7,007.00 will be reported to the Education & Recreation Committee on February 25, 2010 as part of the Director's Report and will be attached to the meeting minutes. **Motion** by Kegel, seconded by Golomski, to approve the change in the Table of Organization, effective March 1, 2010. **Motion carried unanimously.**

Discussion continued regarding how best to advertise for open positions under the county's current hiring freeze. The new Senior Library Assistant and Librarian I positions will be posted in-house. The Facility Manager position, was evaluated, determined to be essential to the entire library operation, and hiring this position is the most efficient and economical direction to move in. The assessments conducted by Boldt support the need for a Facilities Manager. The question is if the library should follow the county's procedures and write a justification to fill and present it to the Human Resources Manager, County Executive, and the head of the Department of Administration. If approved, it will then need to be presented to the County's Executive Committee and if not approved, presented to the County Board. The alternative is for the Library Board to act on its own authority as outlined in WI Statute Chapter 43 and as was past procedure under similar circumstances. Lynn feels strongly that the staff positions are necessary. **Motion** by Buboltz, seconded by Hickey, following careful consideration and lengthy discussion, understanding that a hiring freeze is imposed, and given past cooperation with the County and the County Executive, the Board authorizes and recommends that the Library Director move forward on filling vacant positions as approved in the Table of Organization and deemed essential to the library system and present the economic advantages of doing so. **Motion carried.**

**NICOLET FEDERATED LIBRARY SYSTEM**

Monthly Update Denise Bellmore reported that the NFLS Board meeting was rescheduled for February 23. John indicated that the Executive Committee would be meeting with the auditors before that.

**PRESIDENT'S REPORT**

Terry complimented Lynn and Kathy for being two of the 20+10 people you should know according to the Bay Business Journal.

**DIRECTOR'S REPORT**

The Director's Report was distributed. Lynn reported that Attorney Chris Froelich was appointed to the Library Board; the County department head retreat was held at the Central Library; staff visited the Oshkosh Public Library; NFLS has hired a Drupal consultant; several staff were recognized at the annual county recognition dinner including Mary Ryan and Lori Denault; Dave Baumann from I.S. security is good to work with and the Friends of BCL held their annual meeting. There is interest in a new branch in Pulaski. Lynn said this idea is in the very early stages and will share information as she receives it. PC Reservation and print management systems are working fine but the Library Payment Centers (LPCs) continue to be a problem.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

**ADJOURNMENT**

**Motion** by Pletcher, seconded by Hickey, to adjourn the meeting. **Motion carried.**  
The meeting adjourned at 9:30 p.m.

**NEXT REGULAR MEETING**

March 17, 2010  
Central Library  
6:00 p.m.

Respectfully submitted,  
Carla Buboltz, Secretary  
Sue Lagerman, Recording Secretary